



CALTRANS MAINTENANCE SUPERVISOR

Departmental Promotional

EXAM ID: 2TR95

Department(s):	Department of Transportation
Opening Date:	November 30, 2012
Closing Date:	December 21, 2012
Salary:	MONTHLY-RANGED-SALARY - \$3,580.00 to \$4,523.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	SPOT Exam Single Selection
Location(s):	Dist 01 Caltrans Eureka Dist 02 Caltrans Redding Dist 03 Caltrans Marysville Dist 04 Caltrans Oakland Dist 05 Caltrans San Luis Obispo Dist 06 Caltrans Fresno Dist 07 Caltrans Los Angeles Dist 08 Caltrans San Bernardino Dist 09 Caltrans Bishop Dist 10 Caltrans Stockton Dist 11 Caltrans San Diego Dist 12 Caltrans Irvine Sacramento County

INTRODUCTION

Candidates may only establish eligibility in one of the above locations. Indicate the location for which you are applying directly under the examination title on your application. Actual testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

EEO

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

This is a Departmental Promotional examination for the Department of Transportation.

Applicants must have a permanent civil service appointment with the Department of Transportation as of the final filing date, in order to participate in the examination; or

Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

FILE BY MAIL:
Department of Transportation
Exam Services (MS 86)

FILE IN PERSON:
Department of Transportation
Exam Services (MS 86)

**P.O. Box 168036
Sacramento, CA 95816-8036**

**1727 30th Street, 1st Floor
Sacramento, CA 95816**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION STATEMENT

Incumbents either (1) supervise and work with a crew engaged in the maintenance of highways, highway structures, the planted areas bordering freeways and highways, and construction work; or (2) are responsible for specialized staff assignments comparable in level of responsibility such as inspection of highway planting contracts for compliance with contract plans and specifications; and do other related work.

ELIGIBLE LIST INFORMATION

A Departmental Promotional spot eligible list will be established for the Department of Transportation in Districts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and Sacramento. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the

requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing the duties of either a Caltrans Highway Maintenance Leadworker or Caltrans Landscape Maintenance Leadworker.

Or II

Three years of experience in the California state service performing the duties of any or a combination of the classes Caltrans Highway Maintenance Leadworker, Caltrans Landscape Maintenance Leadworker, Caltrans Equipment Operator I, or Caltrans Equipment Operator II.

EXAMINATION INFORMATION

This examination will consist of a Written Test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Operation and care of automotive equipment including light trucks.
2. Highway and facility repair, and maintenance work.
3. Basic safe work practices, to protect their own safety and health and that of others.
4. Procedures, tools, and equipment used in construction and maintenance of highways and structures.
5. Provisions of the California Vehicle Code as it applies to the operation of motor vehicles.
6. Regulations and safety practices pertaining to highway emergency services.
7. Operation and care of highway equipment.
8. Principles of effective supervision.
9. Safety practices and traffic regulations.
10. The basic occupational safety and health regulations contained in Title 8 Industrial Relations Construction and General Industry Safety Orders.
11. Safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program.
12. Materials, methods, and equipment used in the construction and maintenance of highways and structures.

13. Operation and maintenance of equipment and tools used in highways or structures maintenance and construction.
14. Provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles.
15. Rules and regulations pertaining to highway and structure maintenance practices, including placing of detour and warning signs.
16. Accident prevention techniques.
17. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
18. The supervisor's role in maintaining an effective Injury and Illness Prevention Program.

Ability to:

1. Communicate and follow directions at a level required for successful job performance.
2. Keep records
3. Interpret simple blueprints and sketches.
4. Direct the work of others.
5. Keep time records and simple cost records of materials, equipment, and expenses.
6. Care for construction, maintenance, emergency service, and landscape equipment.
7. Analyze situations accurately and take effective action.
8. Exercise sound public relations techniques.
9. Operate radio communication equipment.
10. Plan, organize, and direct the work of others.
11. Identify flowers, trees, and shrubs commonly grown in California.
12. Plan minor highway landscaping projects.
13. Maintain irrigation and drainage systems.
14. Read and interpret landscaping plans and specifications.
15. Replace culverts and retaining walls.
16. Detect unsafe conditions and practices and plan, organize, conduct, and evaluate safety training programs.
17. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

VETERANS PREFERENCE

Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

SELECTION PLAN

The written test is scheduled for February 23, 2013.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid and unrestricted Class A or Class B commercial driver license with P (Passenger/Bus), H (Hazardous Materials), and N (Tank Vehicle) endorsements and possession of a qualified applicator certificate for pesticides issued by CAL-EPA.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-7407.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://jobs.spb.ca.gov/wvpos/jobspecs.cfm>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the testing department three days prior to the written test date if he/she has not received his/her notice to appear.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws

and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or <http://www.jobs.ca.gov/>.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.